

## Chapter 22

### Index

### Chapter

#### "A"

Access Point	4
Accounting & Uniform Compliance Guidelines Manual for Libraries (Budget Manual)	12, 18, 19
Additional Appropriations	14
Advance Payments	18
American With Disabilities Act - (ADA)	9
Annual Report	6
Appropriations Transfer	14
Assessment of Technology Needs	10
Audit	12
Audit Checklist	12

#### "B"

Bonds	17
Bonds for a building project costing over \$2,000,000 - procedure	17
Bonds for a Noncontrolled Building Project - timeline	17
Bonds for a Uncontrolled Building Projects - timeline	17
Bookkeeping	12
Bookkeeping - Computerized system	12
Braille	21
Budget	12
Budget Calendars	11
Budget Classifications	11
Budget Manual (Accounting & Uniform Compliance Guidelines Manual for Libraries)	3, 11
Budgeting Process	11
Building Corporation	17
Building Project	17

#### "C"

Calendar	8
Capital Projects	13
Capital Projects Plan Format	13
Census Bureau data	21
Certificate of Appointment	1
Certification	5
Certification Levels - librarian	5
Children's Internet Protection Act (CIPA)	10
Community Focus Grant	16
Competitive Bidding	18
Compliance with Standards	2

Continuing Education - INTERNET	5
Contract Provisions	18

## **"D"**

Department of Local Government Finance	11
Destruction of Records	15
Director - role of	1
Disaster Recovery Plan - Computers	3
Disclosure Policy - records exempt	3
Distance Education	5
Distance Learning	5
Duties - Director	1
Duties - Library Board	2

## **"E"**

Employee Benefits	9
Employment - At-Will	9
Employment Laws	9
E-Rate	10
Evergreen	7
Excessive Levy Appeal	11

## **"F"**

Fair Labor Standards	9
Family History	21
Federal Laws-Posting (OSHA)	9
Fiscal Report - Grants	16
Fixed Assets	18
Form 100R - (Report of Names and Compensation of Officers and Employees)	6
Form Approval Process	12
Forms	12
Foundation Center	16
Foundations	16
Friends of the Indiana Libraries	20

## **"G"**

Genealogy	21
General Obligation Bond (see bonds)	17
General Policy Checklist	3
Grants	16

## **"H"**

Health Insurance	9
------------------	---

## **"I"**

IN The Public Trust	1
Indiana Code	3
Indiana Department of Labor	9
Indiana Division	21
Indiana Historical Bureau	21
Indiana Memory	4
Indiana NonProfit Organizations	16
Indiana State Library	21
INSPIRE	4
Interlibrary Loan (ILL)	7
Internet Acceptable Use Policy	3
Investment Policy	3

## **"J"**

## **"K"**

## **"L"**

LAR-1 (Library Annual Financial Report)	6
Lease Financing	17
Levy Appeals	11
Library Annual Financial Report - (LAR-1)	6
Library Board - responsibilities	1
Library Board By-laws - sample	1
Library Budget Manual	11
Library Development Office	21
Library Capital Projects Fund (LCPF)	13
Library Laws	3
Library Lease Financing	17
Library Lease Financing - with request for petition & remonstrance	17
Library Lease Financing - with Objecting Petition	17
Library Lease Financing for Controlled Project	17
Library Science Courses	5
Library Services and Technology Act (LSTA)	16
Literacy	21
Local History	21
LSTA	16
Lyrasis	4, 21

## **"M"**

Minimum Wage	9
Minimum Wage Poster	9
Moving and Interview Expense Policy	3

## **"N"**

Non-Resident Fee Calculation	7
------------------------------	---

## **"O"**

Open Door Law	3
Operating Balance	11
OSHA	9

## **"P"**

Personnel Policies Checklist	9
PLAC Quarterly Report	7
PLAC Statistics Report	7
Policies	3
Posters, federal - required	9
Posters, state - required	9
Prescribed Forms	12
Prevailing Wage	19
Public - Private Agreements	19
Public Access Card Program (PLAC)	7
Public Library Standards	2
Public Notice Errors (Budget Ad)	11
Public Purchase	18
Public Works Less Than \$50,000	19
Public Works Over \$150,000	19
Public Works Over \$50,000	19
Publication of Budget Notice	11
Purchases - from Rehabilitation Center Products	18
Purchases - small	18
Purchases - special methods	18
Purchasing Policy	3
Purchasing Preferences	18

## **"Q"**

## **"R"**

Rainy Day Fund – transfer of funds	14
Reciprocal Borrowing - statewide	7
Reference and Government Services	21
Rehabilitation Center Product Purchases	18
Report of Names and Compensation of Officers and Employees	6
Report of Names and Compensation of Officers and Employees (Form 100R)	6
Reports - required	6
Request for Proposal (RFP)	18
Retention Schedule	15

## "S"

Sales in Libraries	4
Small Purchases	18
Special Purchasing Methods	18
Special Services Division <i>see Talking Books &amp; Braille</i>	21
Standards	2
State Board of Accounts	12
State Data Center <i>See Reference and Government Services</i>	21
State Laws-Posting (IOSHA)	9
Statistical Sources	6
Statistics - Indiana Public Libraries	6
Statistics Usage	6

## "T"

Talking Books and Braille	21
Technology Plan - sample ideas	10
Transfer of Appropriations	14
Travel Policy	3
Trustee Manual (IN the Public Trust)	1
	1

## "U"

U.S. Department of Labor	9
Universal Service Fund	10

## "V"

VINE	4
------	---

## "W"

W-2s	9
Work Permits	9
Worker's Compensation Board	9
Workers Rights	9

## "X" "Y" "Z"